

**BY ORDER OF THE  
SUPERINTENDENT**

**HQ UNITED STATES AIR FORCE ACADEMY  
INSTRUCTION 31-201**

**03 APRIL 2003**

**Security**



**LOST, ABANDONED, OR UNCLAIMED  
PRIVATELY OWNED AND GOVERNMENT  
PROPERTY**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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Implements AFD 31-2, *Law Enforcement*, DoD Manual 4160.21, *Defense Reutilization and Marketing Manual*, and Title 10 United States Code Section 2575. It establishes responsibilities and procedures for lost, abandoned, or unclaimed privately owned and government property found within the confines of the USAF Academy. It designates activities authorized to receive and dispose of such property and applies to all personnel assigned to the USAF Academy.

**SUMMARY OF REVISIONS**

Changes Security Police to Security Forces and redesignates Security Forces Investigations (SFMI) to Security Forces Investigations (SFOI). A bar ( | ) indicates revision from the previous edition.

**1. General:**

- 1.1. Items, which are identified as government owned or maintained, and for which no custodian can be determined, will be turned in to the appointed Property Control Officer (PCO) identified in paragraph 2. All attempts will be made to determine custodial responsibility. PCO will turn in government property to Base Supply or appropriate Government agency.
- 1.2. When privately owned property (e.g., personal effects, household goods, vehicles, etc.) which has been lost, abandoned, or left unclaimed, is found and is entered into USAF Academy custody, the provisions of DoD Manual 4160.21 apply in the disposition of the property.
- 1.3. Property found in the confines of the USAF Academy, which cannot be immediately returned to the owner, will be turned in to the appropriate agency PCO identified in paragraph 2.1.
- 1.4. These instructions do not preclude the prompt return to owner of property, which has been lost, misplaced, or inadvertently abandoned by residents, faculty, or visitors to the USAF Academy. Prop-

erty which cannot be returned to owners within a reasonable period of time will be disposed of in accordance with this instruction and DoD Manual 4160.21.

## **2. Responsibilities:**

2.1. The Commandant of Cadets, (Commander, 34th Training Wing (34 TRW/CC); Director, Athletics (HQ USAFA/AH); Chief, Security Forces (10 SFS/CC); Commander, 10th Civil Engineer Squadron(10 CES/CC); Commander, 10th Medical Group (10 MDG/CC); and Services Division Chief, 10th Services Squadron, (10 SVS/CC), will each appoint an individual by memorandum, hereafter identified as a PCO, who will be responsible for required actions in accordance with this instruction and DoD Manual 4160.21. Newly appointed PCO will contact 10 SFS/SFOI to receive training. PCO will act independently as an appointed board to conduct diligent inquiries to locate the property owners or their heirs, next of kin, or legal representatives for the property, other than government property, that has been abandoned in their work area, and ensure it is promptly returned to the rightful owners or released to the appropriate PCO.

2.2. PCOs are responsible for the receiving and disposition of the following property categories:

2.2.1. 34 TRW/CC: All articles readily identifiable as cadet property with an exception of athletic items found within HQ USAFA/AH area of responsibility.

2.2.2. HQ USAFA/AH: All articles found within the cadet field house, cadet gymnasium, cadet athletic grounds, and Falcon Stadium.

2.2.3. Outdoor Recreation (10 SVS/SVRO): Receipt of all abandoned property with real value and motor vehicles after impoundment and released by 10 SFS.

2.2.4. 10 CES: All articles found within the confines of the dormitory area to include grounds.

2.2.5. 10 MDG: All articles found within the confines of the hospital area to include grounds.

2.2.6. 10 SFS: All found property and abandoned vehicles within the confines of USAF Academy with the above-mentioned exceptions.

2.3. Organizations not identified above are responsible to turn in all lost, abandoned, or unclaimed property (LAUP) to the Law Enforcement Desk. The Commissary, (DECA), and Army and Air Force Exchange Services, (AAFES) are to turn items over to Security Forces Investigations monthly. This will give the customer the opportunity to contact these organizations within a month to inquire about found property.

## **3. Procedures:**

3.1. PCO will ensure the following procedures are established and implemented:

3.1.1. Have access to DoD Manual 4160.21 and this instruction to effectively administer appropriate accountability and disposition of property.

3.1.2. Establish a lost and found storage area. Send a memorandum identifying a point of contact, location, and building number of the storage area to 10 SFS/SFOI. All questions concerning lost and found will be directed to 10 SFS/SFOI (333-4346).

3.1.3. PCO will establish logbooks or data bases and record lost, abandoned, or unclaimed private or government property in the following format:

- 3.1.3.1. Item Number.
- 3.1.3.2. Date Received.
- 3.1.3.3. Received From.
- 3.1.3.4. Received By (Custodian).
- 3.1.3.5. Description of Property.
- 3.1.3.6. Fair Market Value Assessment.
- 3.1.3.7. Location of Property (Bin No., Shelf No., etc.).
- 3.1.3.8. Date Released.
- 3.1.3.9. Disposition.

3.2. Ensure a joint inventory of property is accomplished upon a change of the PCO.

3.3. An advertisement will be posted in the Academy Bulletin or other mass media prior to disposition action semi-annually. The advertisement will state who to contact concerning lost and found property. The PCO will make a "diligent effort" to contact the owner, heir, next of kin, or legal representative and document the efforts taken in a chronological format. If the owner, heir, next of kin, or legal representative is identified, the PCO will hold all unclaimed property for 120 days following the date contact and notification were made.

3.4. Any individual making a claim for a lost item will be required to describe the item in as much detail as possible (e.g., serial numbers, identifying marks, etc.) to ensure ownership prior to the item being released.

3.5. Toilet articles, cosmetics, used or soiled personal items/toys, undergarments, clothing or property having no value except to the original owner are excluded from having to be retained. These items can be disposed of by the generating agency.

3.6. Before disposition of all unclaimed property within established timeframes, PCO will forward an inventory to 10 SFS/SFOI. The property inventory will identify the item number, complete description, and fair-market value assessment. After 10 SFS/SFOI review, the inventory will be presented to the Base Property Disposal Board, (BPDB), for approval of disposition. The BPDB are selected by 10 SFS/SFOI and appointed in accordance with DoD Manual 4160.21-M, section 40, paragraph F.

3.7. After receiving final approval of disposition from the BPDB, the generating agency will be responsible for coordinating release of abandoned property with 10SVS/SVRO or release of clothing with the Chaplain (10 ABW/HC).

HENRI C. LAMBERT, Major, USAF  
Chief, Security Force